



PROGRAM DESCRIPTIONS

Overall Program Descriptions

ADMINISTRATIVE	Volunteers are assigned to work inside a police facility. Duties such as data entry, answering phones, filing, and general office duties are samples of the types of duties performed. Ability to use Microsoft Office software is desirable. Training is assignment specific to the unit assigned.
CITIZEN PATROL GROUPS	This program utilizes citizen volunteers to assist in patrolling the city. It is divided into four units: Citizen On Patrol , Mounted Posse , Bike Patrol , and Mall Walkers . These units are used for directed patrol in specified areas, vacation checks, traffic control, and extra patrol for major events mall areas. Successful completion of mandatory training is required. Certain physical requirements must be met for some positions within this classification.
SPECIAL DETAIL VOLUNTEERS	Duties include, but are not limited to, Traffic control, DUI Checkpoints , 911 for Kids Program, car seat fitting stations, station tours , OWE, and the You Are Not Alone Program . Successful completion of the required training is mandatory and may require specialized certification. Volunteers also work weekend and after-hours events as well as major events hosted throughout the City. Duties at these events include, but are not limited to community events, fairs and other functions at a specific location, set-up and break down of event booths and manning information tables.
SPECIALIZED VOLUNTEERS	This set of volunteers has specialized skills that make them highly trained in specific areas. Volunteers would have gained the necessary training and education on their own, either through work experience and/or formal education. Areas such as Chaplains , TSU, Traffic follow-up and Range are very limited in availability.



PROGRAM DESCRIPTIONS

Individual Program Descriptions

911 FOR KIDS	Educates pre-school /elementary students on how and when to call 911.
ADMINISTRATIVE	Volunteers work inside a police facility. Duties such as data entry, answering phones, filing, and general office functions are samples of the types of tasks performed. Ability to use Microsoft Office software is desirable.
BIKE PATROL	Utilizes citizen volunteers to assist in patrolling the city via bicycle. These units are used for directed patrol in specified areas, vacation checks, traffic control, and extra patrol for major events and for park checks. Bikes work in teams of two.
CHAPLAINS	Duties include but are not limited to special events, words of encouragement, call outs, station visits, hospital visits, chaplain meetings, and chaplain patrol.
CITIZEN ON PATROL	Utilizes citizen volunteers to assist in patrolling the city via vehicle. These units are used for directed patrol in specified areas, vacation checks, traffic control, and extra patrol for major events and for park checks.
DUI CHECKPOINTS	Assist Traffic Division by completing CHP 180 forms, counting vehicles, setting up checkpoint area, directing traffic and other duties as assigned.
MALL WALKERS	Utilizes citizen volunteers to assist in patrolling on foot. Volunteers are used for directed patrol on the downtown Main Street Mall area.
MOUNTED POSSE	Utilizes citizen volunteers to assist in patrolling the city via horseback. This team is used for directed patrol in specified areas, and to assist with extra patrol for major events and for park checks. This team may participate in City hosted events such as parades.
STATION TOURS	Give guided tours of one of either our Orange or Magnolia Street Facilities to community groups.
YOU ARE NOT ALONE	Make calls to program participants once a week to encourage them and to see if they are in need of anything.